



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #SC0131N22

JUDICIAL OPERATIONS MANAGER

In-House

(Current permanent employees in a position within the Delaware Judicial Branch and who have completed their initial probationary period may apply)

Opening Date: 1/31/2022

Closing Date:

2/10/2022

Anticipated Vacancy

Salary: \$39,984 - \$49,855 (Minimum - Midpoint) Pay Grade 13

Recruiting For: Superior Court of Delaware

Location: Leonard L. Williams Justice Center, City of Wilmington (Please check this location on your application).

Nature and Scope: This position is the department head of the Judgments Department and directly supervises other staff. The incumbent must be able to perform the duties assigned to the position while overseeing a very demanding, fast-paced work area. The position requires the incumbent to have knowledge of and/or the ability to perform a vast array of court-related responsibilities such as: Use of File&Serve Xpress, Contexte, and the Delaware Criminal Justice Information System (DELJIS), processing of civil and judgment-related filings, handling court hearings in the absence of staff, researching and resolving complex case management issues or inquiries, attending training programs, and participating in the planning and implementing programs to expedite case flow.

Minimum Qualifications: Please address each item separately on the **Minimum Qualifications page of the application**. Failure to do so will result in disqualification. Resumes may not be substituted for the application. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Three years experience in legal case flow management which includes managing cases as they move through the legal process.
2. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
4. Six months experience in narrative report writing & statistical preparation.
5. One year experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.
6. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- The Delaware Judicial Branch takes its responsibilities for ensuring a safe workplace while providing an essential public service for those who are required to come into the courthouse seriously. In order to protect the health and safety of its employees and the public, all new hires will need to provide to Human Resources proof of full vaccination against COVID-19 within 30 days of their hire date.
- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <https://dhr.delaware.gov/benefits/>.

Submitting Your Application:

Visit the website at <http://courts.delaware.gov/career/>. Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@delaware.gov (Preferred method)

1. Fax your application to: (302)255-2350, Attention: Human Resources

2. Mail your application to:

Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer